

**WISCONSIN DEPARTMENT OF HEALTH AND FAMILY SERVICES**  
**Division of Health Care Financing**  
**1 W. Wilson St.**  
**Madison WI 53702**

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To: Food Stamp Handbook Holders

From: Rick Zynda,  
Bureau of Income Maintenance Administration

Re: **FS Handbook Release 02-06**

Release Date: December 18, 2002

Effective Date: December 18, 2002

**EFFECTIVE DATE**

Implement the instructions at application, recertifications, and change, or, if you wish, earlier. The following policy additions or changes are effective 12/18/02, unless otherwise noted. Bold text denotes new text. Italicized text denotes deleted text.

**POLICY CHANGES**

ABAWD Unit Q. 5.

**Old Policy:** Is this person *residing in a household with a* minor child for all or part of the month?

**New Policy:** Is this person **included in a Food Unit that includes a** minor child for all or part of the month?

04.01.00

Dotpoint 2 of the citizenship definition was clarified:

**Old Policy:** *Born to a US citizen while outside of the US.*

**New Policy:** (Effective 02-07-01) **A person born outside of the U.S. to, or adopted by, at least one U.S. citizen. They are sometimes referred to as a "derivative citizen."**

04.01.01

This section on Alien verification was clarified and updated:

**Old Policy:** See 22.02.04 for verification policy on citizenship and aliens.

**New Policy:** See 22.02.04 for verification policy on citizenship and aliens and the Alien Eligibility section of 25.01.00 Processing Guidelines for charts that explain alien eligibility based on immigration status. You should not engage in any independent verification and should continue to comply with the verification determination made by the Systematic Alien Verification for Entitlements (SAVE) Program User Manual M-300 (Rev 09/00).

See also the [Travel and Identity Documents](#) Guide for explanations of the types of INS authorization documents. This document is a pdf document that was scanned. To view it correctly, after opening it in Adobe Acrobat, select View>Rotate Counterclockwise. Or, choose File>Print to print the color pamphlet.

This section on Aliens was updated:

**Old Policy:** *A legal alien is not eligible for FS until s/he becomes a citizen, unless they meet one of the criteria listed below. See also 04.03.00, State Option Food Stamp Program.*

*Only use the Battered Alien code on ANAR (16), if no other code fits. For example, if the battered person is a refugee, code the person as a refugee, not as a battered alien. Aliens may change their category of eligibility over time.*

**New Policy:** **A legal alien is not eligible for FS until s/he becomes a citizen, unless they meet one of the criteria in chart 1 of the Alien Eligibility section [25.01.00](#).**

**Aliens may change their category of eligibility over time. Except in the case of naturalization, the ANAR alien status registration code should remain the same as the one they initially had as an entry code.**

04.02.01 This section on "Alien 7 year eligibility" was deleted and the section was marked as "reserved." Alien eligibility policy is contained in other subsections.

04.02.03 This section on Alien Military Connection Eligibility was rewritten to reflect new policy:

**Old Policy:** *Aliens who are veterans of, or on active military duty in the U.S. Armed Forces, or who have a military connection, defined as the spouse, surviving spouse, or unmarried dependent child(ren) of these veterans and active duty personnel are eligible if they ALSO:*

- a. Are refugees admitted under section 207 of the Immigration and Naturalization Act (INA), or*
- b. Are aliens granted asylum admitted under section 208 of the INA, or*
- c. Are aliens whose deportation is withheld under section 243(h) or 241(b)(3) of the INA, or*
- d. Are Cuban and Haitian entrants, as defined in section 501(e) of the Refugee Education Assistance Act of 1980, or*
- e. Are legal permanent resident aliens, or*
- f. Have been granted conditional entry pursuant to section 203(a)(7) of the INA as in effect prior to April 1, 1980, or*
- g. Are paroled under section 212(d)(5) of the INA for a period of at least one year.*

*Persons with a military connection are not subject to the 7 year limit on eligibility applied to persons who are not veterans, on active military duty, or the spouse or unmarried dependent child of a veteran or active duty personnel. The veteran or active duty person can be either an alien or a U.S. citizen.*

*A veteran is a person who:*

- a. served for 24 months in the U.S. armed forces, or*
- b. served for the period for which the person was called to active duty in the U.S. armed forces, or*
- c. died during active duty in the U.S. armed forces, or*
- d. served in the Philippine Commonwealth Army or as a Philippine Scout during WW II, as described in title 107, 38 U.S.C., and*

*e. was honorably discharged.*

*An unmarried surviving spouse of a veteran or active duty person is defined as:*

- a. a spouse who was married to the deceased veteran for at least one year, or*
- b. the spouse was married to the deceased veteran before the end of a 15 year time span following the end of the period of military service, or*
- c. the spouse was married for any period and a child was born of the marriage or was born before the marriage.*

**New Policy:** Qualified aliens who are honorably discharged veterans and who fulfill minimum active duty service requirements in the U.S. Armed Forces, or who are the spouse, unmarried depended child, or unremarried surviving spouse of such a veteran or active duty personnel are eligible for food stamps with no time limit exception.

**A veteran is a person who was honorably discharged after:**

- 1. serving for 24 months in the U.S. armed forces, or**
- 2. serving for the period for which the person was called to active duty in the U.S. armed forces, or**
- 3. serving in the Philippine Commonwealth Army or as a Philippine Scout during WW II, as described in title 107, 38 U.S.C.**

**A veteran is also a person who died during active duty in the U.S. armed forces.**

**An unmarried surviving spouse of a veteran or active duty person is defined as:**

- 1. a spouse who was married to the deceased veteran for at least one year, or**
- 2. a spouse who was married to the deceased veteran before the end of a 15 year time span following the end of the period of military service, or**
- 3. a spouse who was married for any period to the deceased veteran and a child was born of the marriage or was born before the marriage.**

04.02.04, 04.02.05,  
04.02.06, 04.02.07,  
04.02.08

These sections regarding specific alien types were updated:

**New Policy:** Effective October 1, 2002, qualified aliens who are otherwise eligible, regardless of date of entry, are eligible for the federal FS Program. As long as status codes, dates of entry, and birth dates are entered correctly workers do not need to take any action to effect this transfer.

04.03.00

This section on the State Option FS Program (SOSFP) was simplified since changes were made in CARES.

**Old Policy:** Effective August 1, 1998, Wisconsin will issue benefits to aliens who were made ineligible for FS under sections 402 and 403 of the Personal Responsibility and Work Opportunity Act (PRWORA). See 04.02.00.

On November 1, 1998, some aliens receiving FS under the SOFSP were moved to the federal FS program.

*Effective October 1, 2002, qualified aliens who are otherwise eligible and who are receiving disability benefits regardless of date of entry are eligible for the federal FS Program. As long as status codes, dates of entry, and birth dates are entered correctly workers do not need to take any action to effect this transfer.*

*The following aliens will continue to be eligible for the SOFSP:*

- 1. Lawfully admitted for permanent residence but who do not meet military or work quarter requirements.*
- 2. Amerasians who entered more than 5 or 7 years ago and do not meet military or work quarter requirements.*
- 3. Conditional entrants under Sec. 203(a)(7) of the INA who do not meet military or work quarter requirements.*
- 4. Refugees under Sec. 207 of the INA who entered more than 5 or 7 years ago and do not meet military or work quarter requirements.*
- 5. Asylees under Section 208 or the INA who entered more than 5 or 7 years ago and do not meet military or work quarter requirements.*
- 6. Parolees under Sec. 212(d)(5) of the INA who do not meet military or work quarter requirements.*
- 7. Cuban or Haitian entrants under Section 245A of the INA who entered more than 5 or 7 years ago and do not meet military or work quarter requirements.*
- 8. Entrants whose deportation was withheld pursuant to Section 243(h), or 241(b)(3) of the INA, whose date of deportation was more than 5 or 7 years ago, who do not meet military or work quarter requirements.*
- 9. Battered aliens who do not meet military or work quarter requirements.*

*CARES will be programmed to make these individuals eligible. It will not be apparent on CARES whether the alien is receiving federal or state funded FS.*

*Do not deem from aliens who are receiving State Option FS to the FS group.*

*Qualified aliens who receive FS through the SOFSP will be mandatory for FSET unless exempt, and should be sanctioned if not complying with work requirements.*

*Eligible aliens receiving State FS are entitled to the same fair hearing rights as federal FS recipients.*

**New Policy:**

**Effective August 1, 1998, Wisconsin issued benefits to aliens who were made ineligible for FS under sections 402 and 403 of the Personal Responsibility and Work Opportunity Act (PRWORA). See the first chart of the Alien Eligibility section of Appendix 25 for more information on Alien Eligibility for FS.**

**CARES is programmed to make these individuals eligible. It will not be apparent on CARES whether the alien is receiving federal or state funded FS, as long as status codes, dates of entry, and birth dates are entered correctly.**

This section on Ineligible and Illegal Aliens was updated. The last part of dotpoint 6 was deleted.

**Old Policy:** Ineligible aliens include:

6. Aliens who have applied for eligible immigration status but not been approved (except for battered spouses and children *with a military connection as outlined above*).

**New Policy:** Ineligible aliens include:

6. Aliens who have applied for eligible immigration status but not been approved (except for battered spouses and children).

11.01.00 and 12.01.00 This statement and an example were added:

**Policy Clarification:** Money cannot be counted as both income and an asset in the same month. Do not count income received in a month as an asset.

12.02.33.03 This section on SSI-E Payments was clarified.

**Old Policy:** Verified expenses which meet all the following criteria can be deducted from SSI-E payments.

1. The payment is for a past or future expense.
2. The payment is not in excess of the actual expense.
3. The payment is not for a normal household living expense.
4. The payment is used for the intended purpose.

**New Policy:** Verified expenses which meet all the following criteria can be deducted from SSI-E payments.

1. The payment is for a past or future expense.
2. The payment is not in excess of the actual expense.
3. The payment is not for a normal household living expense.
4. The payment is used for the intended purpose. **This means it is used for a cost associated with the individual's needs related to the disability.**

12.03.19 A clarifying statement was added to this section on babysitting/child care income.

**Policy Clarification:** If a self-employed child care provider also provides meals, they may be entitled to income deductions. See 13.05.03.03.

13.01.01 A clarifying statement was added to this section on self-employment income.

**Policy Clarification:** Babysitting in someone else's home is regular employment. Providing child care in your own home or business is self-employment. See 12.03.19.

16.07.02 This section on Homeless Shelter Deductions was updated:

**Old Policy:** *Prorate the SUA for groups containing ineligible members who pay all or part of the shelter costs. If a homeless group shares a residence with another food unit, the other food unit is eligible for a prorated share of the SUA if the homeless group contributes to shelter costs. Use instructions in 16.08.08.01.*

**New Policy:** The homeless groups may be eligible for a standard utility allowance and shelter costs, if eligible. (16.07.00).

If a homeless group shares a residence with another food unit, the other food unit and the homeless food units are eligible for the HSUA as long as both groups contribute to the utility costs. Use instructions in 16.08.08.01.

16.08.01 The LIHEAP heating season was defined in this section on HSUA Heating Expenses. An example was added.

**Policy Clarification:** The heating season is defined as October 1 through May 15 of each year.

16.08.08.01 The word "amount" was deleted from this section on Shared Residence of the Deductions and Expenses Appendix chapter:

**Old Policy:** You must receive verification of the expense *amount* (22.03.04), identify contributors, and enter each one separately in CARES. If at least one FS AG member is obligated to pay for or actually pays for a utility bill, the FS AG will receive the full utility standard (16.08.00 and 18.03.00).

**New Policy:** You must receive verification of the expense (22.03.04), identify contributors, and enter each one separately in CARES. If at least one FS AG member is obligated to pay for or actually pays for a utility bill, the FS AG will receive the full utility standard (16.08.00 and 18.03.00).

16.08.08.04 This section on Landlord Billed Utility Expenses was changed:

**Old Policy:** If the landlord receives the bill from the utility company and bills each tenant an equal or prorated amount, *no household is eligible for a utility allowance.*

**New Policy:** If the landlord receives the bill from the utility company and bills each tenant an equal or prorated amount, **then each tenant is entitled to the appropriate utility standard. (18.03.00)**

16.08.09 This section on Wood Heating Expenses was updated to reflect that actual utility expenses are no longer allowed.

**Old Policy:** *If wood is the FS group's primary heating source and it chooses actual expenses, count only the cost of the wood used for fuel.* Don't allow any costs associated with getting the wood (like chain saws, fuel, and cutting permits). *Don't allow any group with only associated expenses the standard allowance.*

**New Policy:** **Allow the HSUA for any FS Group with wood heating expenses.** Don't allow any costs associated with getting the wood (like chain saws, fuel, and cutting permits).

16.08.10 This section on Propane Gas was updated:

**Old Policy:** *If propane gas is the FS group's primary heating and cooking source and it chooses actual expenses, count both the cost of the propane and the rental fee for the tank.*

**New Policy:** If propane gas is the FS group's primary heating source, **they are allowed the HSUA. This includes costs of the propane**

16.08.16 This section on budgeting actual shelter utility expenses is obsolete. This section is marked as "reserved."

16.08.18 This section on Water and Sewer Utility costs was updated to reflect that actual utility costs are no longer allowed.

**Old Policy:** Average water or sewer (waste water treatment) bills over the period they cover.

**New Policy:** Actual utility costs are no longer allowed. If a food unit receives a water or sewer bill, they should receive the appropriate standard utility allowance. 18.03.00 and 16.08.00.

17.02.00 This section on denying increases to FS because of a decrease in benefits due to penalties in other programs was clarified. This only pertains to cash assistance types.

**Old Policy:** Do not increase a FS group's allotment when an individual's benefits under any other federal, state or local means-tested public assistance program are reduced for failure to perform an act required by the other program.

**New Policy:** Do not increase a FS group's allotment when an individual's **cash** benefits under any other federal, state or local means-tested public assistance program are reduced for failure to perform an act required by the other program.

17.03.00 This section on denying increases to FS because of a decrease in benefits due to an IPV sanction was clarified. This only pertains to cash assistance types.

**Old Policy:** Do not increase a FS group's allotment when a person's benefits under a federal, state or local means-tested public assistance program are reduced because of an act of fraud under that program.

**New Policy:** Do not increase a FS group's allotment when a person's **cash** benefits under a federal, state or local means-tested public assistance program are reduced because of an act of fraud under that program.

22.02.04 This section on Alien Eligibility and Citizenship Verification was updated:

**Old Policy:** *Exclude anyone whose citizenship is questionable from the FS group. Do this until citizenship is proved. See 15.03.00.*

See the IMM, Chapter I for verification methods, documents, and sources. See 25.09 of the Processing Guidelines Appendix [25.01.00](#) for charts that will help you determine alien eligibility for FS. For detailed INS Policy see the SAVE manual M300 (revised 09-00).

**New Policy:** In addition, if an alien is applying for benefits on behalf of another person you may, under federal law, only verify the status of the person who will actually be receiving the benefits.

**See 25.09 of the Appendix 25 Processing Guidelines for charts that will help you determine alien eligibility for FS. For detailed**

24.02.14

This section on the Expunged Benefits section of the EBT chapter was updated to include instructions on issuing a notice.

**Old Policy:** CARES will first apply the expunged amount as a balance adjustment to any outstanding FS claims (oldest claim first).

Expunged amounts that have been applied to outstanding FS claims will appear on BVCD in the ADJ AMT field. The new beginning claim balance will be calculated and appear in the ADJ CLM AMT field. The agency will not earn an incentive on expunged funds that are applied to outstanding FS claims.

**New Policy:** CARES will first apply the expunged amount as a balance adjustment to any outstanding FS claims (oldest claim first).

**A notice must be sent to the FS AG before the expungement can apply to the claim. You must enter a "y" in the notification field on BVCL prior to the expungement.** Expunged amounts that have been applied to outstanding FS claims will appear on BVCD in the ADJ AMT field. The new beginning claim balance will be calculated and appear in the ADJ CLM AMT field. The agency will not earn an incentive on expunged funds that are applied to outstanding FS claims.

24.02.17.01

Instructions were added for local agency staff to reach a customer service representative more quickly by entering a password. The customer service representatives have heightened levels of training to deal with calls from food stamp workers and designated EBT staff in the local agency. The password was provided to the EBT coordinator in each agency in EBT Coordinator Update #14. Keep the password confidential and never supply it to non-agency personnel.

24.04.04

**Old Policy:** Refer to the CAPS Troubleshooting Guide in Appendix G for error messages and resolutions. Any questions regarding the use, maintenance, troubleshooting, or replacement of the CAPS terminal should be directed to the CEFS Customer Service at 1 (877) 415-5164. *Don't press 1 for English or make any other entries. You will be transferred to a customer service representative.*

**New Policy:** Refer to the CAPS Troubleshooting Guide in Appendix G for error messages and resolutions. Any questions regarding the use, maintenance, troubleshooting, or replacement of the CAPS terminal should be directed to the CEFS Customer Service at 1 (877) 415-5164. **Refer to 24.02.17.01 Speedier Access for Local Agency Staff, for instructions to reach a customer service representative regarding CAPS issues.**

24.04.07.01

The following sentence was added to the end of option 1:  
**Refer to 24.02.17.01, Speedier Access for Local Agency Staff for instructions to reach a customer service representative regarding a CAPS password reset.**

25.08

This section of the Processing Guidelines chapter was updated to show a new screen shot of AFUC and to explain the processing changes for the new utility allowances.

#### **TYPOS, TECHNICAL, OR LINK CHANGES**

01.01.00

A link was updated to the correct page.

04.01.01

A broken link was fixed.



04.01.02	A typo was corrected.
04.05.00	A link was added to section 22.02.04.
08.01.00	A link to the FSET Manual pdf was changed to the FSET Manual homepage, which also gives a link to recent updates.
10.00.01	A typo was corrected.
11.04.13	LIEAP was changed to LIHEAP.
13.05.03.03	A link was added to 12.03.19 from this page.
22.02.02	A link was added to the INS Travel and Identity Document Guide from this page.
25.09	Links were added to the INS SAVE Manual and the Travel and Identity Document Guide.